



OFFICE OF FACILITIES & RISK MANAGEMENT SERVICES

JANITOR

INTRODUCTION: This position is responsible for a variety of minor to technical tasks in support of the Custodian and Production Division, of the Office of Facilities & Risk Management Services.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all-inclusive or restrictive)

1. Perform residual custodial type services such as; sweeping, mopping, vacuuming, and minor restroom cleaning including replenishing restroom supplies, etc.
2. Provide general maintenance of public use areas to maintain safe and clean conditions for general public and employees.
3. Assist Tribal Departments with authorized events, including set up of area and disposal of waste afterwards.
4. Provide services to maintain outside grounds by clearing debris from entranceways. i.e.: weeds, snow, rain, trash, etc.
5. Performs scheduled and routine preventative maintenance services on equipment and tools for reliable use.
6. Perform other duties as assigned or authorized to achieve the Office of Facilities & Risk Management Services goals and objectives.

COMPLEXITY: The work consists of duties that involve various related steps, processes and methods. The decision regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among several alternatives.

SUPERVISION RECEIVED: The incumbent is under supervision and line authority of the Facilities Maintenance Supervisor. The supervisor makes specific assignments with clear, detailed and specific instructions. The incumbent works as instructed and consults with supervisor as needed on matters not specifically covered in the original instructions.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work unit and occasionally with the general public. The purpose of these contacts is to exchange factual information and coordinate work efforts.

PHYSICAL EFFORT & CONDITIONS: The work requires strenuous physical exertion such as long periods of standing, walking, bending, crouching, reaching, and lifting objects in excess of 50 lbs. requiring the incumbent to adhere to safety precautions and wear protective clothing and gear. Travel on and off the reservation is expected.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience;
 - A. Education: High school diploma or GED certificate;

AND

 - B. Experience: Six (6) months experience in the maintenance or Custodian field;

OR

 - C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.
2. Required Knowledge, Skills and Abilities:
 - A. Knowledge : Knowledge of the materials, tools and equipment used in maintenance and repair work
Knowledge of hazards and safety precautions of various trades & tools
Knowledge of basic cleaning and sanitizing methods
 - B. Skills : Skill in verbal and written communications

Skill in performed tasks of various trades
Skill in the proper use of various hand tools, equipment and machinery

- C. Abilities : Ability to follow written and verbal instructions
Ability to apply learned techniques or training
Ability to perform manual labor
Ability to maintain professional working relationship with others.

NECESSARY REQUIREMENT:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess valid Arizona Driver's License and complete & pass the Hopi Tribe's Defensive Driving Course.
3. Must satisfactorily complete an annual physical examination and drug & alcohol test.
4. Must complete a First Aid and Cardiopulmonary Resuscitation (CPR) training.

REVIEWED BY: SSGC 10.20.11
Hiring Authority Date

APPROVED BY: [Signature] 10/20/11
Director of Human Resources Date

Background 1B
NON-EXEMPT
RANGE 7
10/2011